

# Exhibit Q

# Concourse Village Inc.

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775 CONCOURSE VILLAGE EAST  
BRONX, NEW YORK 10451  
Maintenance Office: (718) 992-1010

Name of Employee: Walter Ille

Employee #: 15

Supervisor Name: \_\_\_\_\_

Position: Stock room Supervisor

Days & Hours: Monday-Friday 8-4

Location: 775

Duties & Responsibility: Secure the Stock room to Prevent theft and/or abuse in the use of Supplies.

(2) Distribute Supplies and equipment to the Maintenance Staff and Tenants.

(3) Order all equipment and electrical, plumbing, hardware, and Janitor Supplies.

(4) Keep an adequate level of Supplies in the Stock room inventory at all Time.

(5) Negotiate with various vendors for the lowest pricing and best service for all equipment, supplies and Repairs.

(6) Pick up Supply orders directly from Vendors, if needed.

(7) Conduct a yearly inventory of the Stock room Supplies and equipment.

(8) Order, and distribute uniforms for all Concourse Village maintenance Staff.

I certify that the above information, to the best of my knowledge, is deemed correct and accurate.

Walter Ille 3/13/09  
Signature date